

**APPLICATION FOR ESTABLISHMENT OF AN
ARMY SENIOR RESERVE OFFICERS' TRAINING CORPS UNIT**

For use of this form, see AR 145-1; the proponent is DCSPER

The data requested is to nine or fewer respondents; therefore, OMB approval under Sec 3507, Title 44, USC is not required.

SUBJECT: Application for the Establishment of an Army Senior Reserve Officers' Training Corps Unit
THRU: Commander, United States Army _____ ROTC Region,
Commander, United States Army ROTC Cadet Command, ATTN: ATCC-RR, Ft. Monroe, VA 23651-5244
TO: HQDA, ATTN: DAPE-MPO-D, WASH DC 20310-0300
Commander, United States Total Army Personnel Agency, ATTN: TAPC-OPP-P,
200 Stovall Street, ALEX, VA 22332-0418

By direction of the governing authorities of _____
(Name of Institution)

I, _____, _____
(Name) (Title)

hereby submit application for the establishment of a unit in the senior division of the Army Reserve Officers' Training Corps at this school according to Title 10, United States Code 2102. Attached is a catalog and a statement of particulars with reference to this school.

The authorities of the above-named institution agree that the facilities specified below shall be furnished for the use of the Army ROTC program without expense to the Department of the Army. *(Phrases such as "as needed", "as required", etc. will not be used in describing the following:)*

1. OFFICES

NO. OF ROOMS	SIZE	BUILDING IN WHICH LOCATED	EXCLUSIVE OR JOINT USE ¹
	ft. x ft.		
	ft. x ft.		
	ft. x ft.		
	ft. x ft.		

NOTE: Minimum of eight, seven of which contain a minimum floor area of 200 square feet each; one of which contains a minimum floor area of 300 square feet.

2. STORAGE ROOMS

a. FOR STORAGE OF CLOTHING, SUPPLIES, SMALL ARTICLES OF EQUIPMENT, ETC.

NO. OF ROOMS	SIZE	BUILDING IN WHICH LOCATED	EXCLUSIVE OR JOINT USE ¹
	ft. x ft.		
	ft. x ft.		
	ft. x ft.		
	ft. x ft.		

b. FOR STORAGE OF LARGE ITEMS OF EQUIPMENT, TRAINING AIDS, MOTOR VEHICLES, ETC. *(Describe)*

NOTE: Storage rooms, particularly for clothing and small articles of equipment must be adequately lighted and ventilated and must be provided with shelving, cabinets, and locked arms racks. Windows must be securely barred and doors reinforced and fitted with cylinder locks. For small storage, a minimum floor area of 1000 square feet, and possessing two entrances is required. Minimum requirements for large storage is 4000 square feet.

3. CLASSROOMS

ROOM AND BUILDING	SEATING CAPACITY	EXCLUSIVE OR JOINT USE ¹

NOTE: Classroom must be adequately lighted and ventilated and provided with standard equipment. If joint use is specified, rooms must be available for Army ROTC classes when scheduled. Minimum requirement: five classrooms, three of which have a normal capacity of thirty-five students and two which have a normal capacity of fifty students.

¹ Specify whether for exclusive use of Army Department or joint use with Air or Naval Science, or other Departments

4. ASSEMBLY HALL <i>(Should be of adequate size for assembly of entire unit) (Normal unit size = 300)</i>		
a. SEATING CAPACITY	b. SEATING CAPACITY <input type="checkbox"/> IS <input type="checkbox"/> IS NOT PROVIDED WITH PROJECTION EQUIPMENT FOR <input type="checkbox"/> 35 MM <input type="checkbox"/> 16 MM FILM	
	c. ASSEMBLY HALL WILL BE AVAILABLE FOR ARMY ROTC CLASSES AS FOLLOWS:	
5. INDOOR DRILL AREA <i>(Minimum requirement of 7000 square feet)</i>		
a. SIZE OF GYM OR OTHER INDOOR DRILL AREA ft. x ft.	b. WILL BE AVAILABLE FOR ARMY ROTC CLASSES AS FOLLOWS:	
6. OUTDOOR DRILL AREA <i>(Minimum requirement of 20,000 square yards)</i>		
a. SIZE OF OUTDOOR DRILL AREA yds. x yds.	b. LOCATION WITH RESPECT TO OFFICES AND STOREROOMS	
	c. WILL BE AVAILABLE FOR ARMY ROTC CLASSES AS FOLLOWS:	
7. INDOOR TARGET RANGE <i>(Minimum requirement of five firing points)</i>		
a. NO. OF FIRING POINTS	b. WILL BE UNDER JURISDICTION OF	
8. SPECIFY HEALTH OR DISPENSARY FACILITIES AND PERSONNEL WHICH WILL BE AVAILABLE ANNUALLY FOR MILITARY TYPE PHYSICAL EXAMINATIONS OF ARMY ROTC STUDENTS		9. LIST ADDITIONAL FACILITIES, SUCH AS JANITORIAL SERVICE, CLERICAL SERVICE, AND ANY OTHERS
10. PLAN OF CAMPUS, SHOWING RELATIVE LOCATION OF FACILITIES TO BE PROVIDED FOR THE ARMY ROTC PROGRAM <i>(Attach additional sheet)</i>		
DATA PERTAINING TO INSTITUTION		
11. NAME OF INSTITUTION		12. COMPLETE MAILING ADDRESS AND ZIP CODE
13. IF ARMY ROTC TRAINING IS TO BE CONDUCTED AT ANY AUXILIARY OR SUB-CAMPUS, OR AT ANY LOCATION OTHER THAN THAT STATED ABOVE, EXPLAIN FULLY		
14. TYPE OF INSTITUTION <i>(Check appropriate box)</i> <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> STATE COLLEGE <i>(Land Grant)</i> <input type="checkbox"/> STATE UNIVERSITY <i>(Land Grant)</i> <input type="checkbox"/> DENOMINATIONAL <i>(Specify)</i> </div> <div> <input type="checkbox"/> STATE <i>(Other)</i> <input type="checkbox"/> STATE UNIVERSITY <i>(Non-Land-Grant)</i> <input type="checkbox"/> OTHER <i>(Specify)</i> </div> <div> <input type="checkbox"/> MUNICIPAL <input type="checkbox"/> OTHER PUBLIC </div> </div>		
15. LIST AGENCIES WHICH ACCREDIT THE VARIOUS COURSES GIVEN BY INSTITUTION		
a. REGIONAL		
b. PROFESSIONAL		
c. OTHER		
16a. OFFICIAL DESIGNATION OF GOVERNING BODY	b. NO. OF MEMBERS	17 OFFICIAL DESIGNATION OF HEAD OF INSTITUTION

18. ANNUAL RATE (Based on 2 semesters or 3 quarters) OF TUITION AND GENERAL FEES FOR BOTH RESIDENT AND NON-RESIDENT STUDENTS

19. THIS INSTITUTION ☐ DOES ☐ DOES NOT HAVE A COOPERATIVE ARRANGEMENT WHEREBY, AT THE END OF THE JUNIOR YEAR, STUDENTS TRANSFER TO ANOTHER INSTITUTION AT WHICH AFTER AN ADDITIONAL TWO YEARS' WORK THEY RECEIVE A DEGREE (Indicate names of institutions with which this arrangement exists)

20. THIS INSTITUTION OPERATES ON A ☐ NORMAL ☐ ACCELERATED SCHEDULE
THE ACADEMIC YEAR CONSISTS OF ☐ TWO SEMESTERS ☐ THREE QUARTERS ☐ OTHER (SPECIFY)
THERE ☐ IS ☐ IS NOT A SUMMER SESSION

THE TOTAL DURATION OF THE ACADEMIC YEAR EXCLUSIVE OF VACATION PERIODS AND EXAMINATIONS IS _____ WEEKS

21. THIS INSTITUTION CONFERS EARNED DEGREES AS FOLLOWS (Place an "x" in appropriate column)

	BACHELOR'S	MASTER'S	DOCTOR'S
a. ARTS AND SCIENCES			
b. ENGINEERING			
c. BUSINESS ADMINISTRATION			
d. EDUCATION			

22. SPECIFY THE TYPE OR TYPES OF SCREENING OR COLLEGE APTITUDE TESTS ADMINISTERED TO ALL ENTERING FRESHMEN

23. EXTENT TO WHICH ALL ENTERING MALE / FEMALE FRESHMEN ARE PHYSICALLY EXAMINED

24. THIS INSTITUTION PARTICIPATED IN THE FOLLOWING ☐ ARMY ☐ ARMY AIR FORCES ☐ NAVY ☐ OTHER (Specify)

TRAINING PROGRAMS DURING WORLD WAR II:

25. INDICATE THE STATUS TO BE ACCORDED THE ARMY ROTC UNIT WITHIN THE INSTITUTIONAL ORGANIZATION (School, department, etc.)

26. IS IT CONTEMPLATED THAT A BAND WILL BE AVAILABLE FOR ROTC CEREMONIES (State whether institutional or ROTC)

☐ YES ☐ NO

27. MALE / FEMALE ENROLLMENT (Include only full-time, regular, undergraduate, day students)

TOTAL ENROLLMENT	FRESHMAN ENROLLMENT	SOPHOMORE ENROLLMENT	JUNIOR ENROLLMENT	SENIOR ENROLLMENT
DATE	TYPED NAME AND TITLE OF APPLICANT	SIGNATURE		

Prepare an original and five copies of both the application (DA Form 918), and the agreement for establishment of an Army ROTC unit (DA Form 918-A). Submit both forms in the original and four copies and keep one copy of each form for institution files.

COMMENTS (Continue on reverse if necessary)